



Vest-Lindsey House

The State Meeting House
401 Wapping Street
Frankfort, Kentucky 40601

MEETING & EVENT INFORMATION

Space	Day/Time	Event	Capacity	Fee*
Dining Rooms/Conference Room/	Daily 8 a.m. – 4 p.m.	Meeting & or luncheon	16/8/32	\$75 (Additional coffee and water service for \$5, available upon request.)
Entire 1 st or 2 nd Floor	Daily 8 a.m. – 4 p.m.	Reception	100 Maximum	\$150
1 st and 2 nd Floor	Evenings & Weekends (November-March)	Reception	100 Maximum	\$300 (4 hour block of time)
1 st and 2 nd Floor	Evenings and Weekends (during the months of April-October)	Reception	100 Maximum	\$500 (4 hour block of time)
For weeknight and weekend events over 4 hours, each additional hour \$100.00 (up to 11 p.m.)				

- 20% of the total rental fee is deposited in the Historic Properties Endowment Trust Fund (Per KRS 11.026) which was established to help care for our historic properties, furnishings, fine and decorative arts and fabrics.

DEPOSIT/CANCELLATION POLICY

The Vest-Lindsey House is available on a first come, first serve basis. A damage deposit of **\$250** is required in order to book and secure a weeknight or weekend date. This deposit is due at the time the reservation for use of the Vest-Lindsey House is made.

FEES/PAYMENT

Hourly charges begin when the first person needs access to the property (guest, worker, caterer, family member, etc.) and ends when the last person has left the property. **Renters will be required to pay the balance of the rental package two weeks prior to the scheduled event.** If the balance is not received on time, the reservation will be cancelled and the damage deposit forfeited. The rental fee is in addition to the \$250 damage deposit. Any time extending beyond the weekend or weeknight package hours will be billed at \$100 per hour.

Historic Properties accepts payment in the form of cashier's checks, money orders, and credit card (Visa, MasterCard, Discover, and American Express). No personal checks accepted.

Make all cashier's checks or money orders payable to Kentucky State Treasurer.

DEPOSIT FORFEITURE AND PAYMENT OF FEES

Any damage to the house, furniture, upholstery, decorative arts, etc. is the responsibility of the person or group renting the space and may result in forfeiture of the deposit as well as the assessment of additional charges if the amount of damage exceeds \$250.

Failure to follow any of the rules and guidelines herein will result in forfeiture of the deposit, and renters will immediately be asked to leave the property by the Division of Historic Properties person onsite. **It is the renter's responsibility to advise any caterers, musicians, and other contracted event staff of the rules and guidelines outlined within this document.** Determination of damage and forfeiture is solely within the discretion of the Division of Historic Properties.

A statement will be mailed immediately following the event for any remaining amount owed. **Full payment must be received within ten calendar days of the date of the statement.** A **late fee of 10 percent** will be added to the outstanding balance if the payment is not received within the time allowed. Additional charges for damage will be billed against the deposit. If there is no damage and no forfeitures, the deposit will be credited toward the remaining balance, if any. If there is no remaining balance, the deposit will be returned to the renter within 30 days of the event. If damages exceed the \$250 deposit, these additional expenses will also be the renter's responsibility and added to the remaining amount due. **Failure to pay the amount due will result in legal action being taken against the renter by the Division of Historic Properties.** Such litigation could result in the assessment of court costs as well as legal fees against the renter, in addition to payment of the amount due.

A damage deposit of \$250 is required for weekend and weeknight events in order to secure a date. For some weekday and weeknight events a deposit may not be required; however, for a weekday event, payment is **due in full one week prior** to the event for non-governmental entities.

Government agencies may be interaccounted where applicable.

Renters for weeknight and weekend events will be required to pay the balance of the rental package one month prior to the scheduled event. If the balance is not received on time, the reservation will be cancelled and the damage deposit forfeited. The rental fee is in addition to the \$250 damage deposit. Any time extending beyond the package hour's terms will be billed at \$175 per hour, and may be deducted from any deposit remaining.

Cancellations must be received in writing ninety (90) days prior to the scheduled weekend event or the deposit will be forfeited. Cancellation of weeknight events requires 2 weeks notice or the deposit will be forfeited. Cancellation of weekday events requires 24 hour notice, or the meeting rental fee will be billed accordingly.

Furniture/Equipment Available for Use

The following are also available for use at the Vest-Lindsey House

Dining Room table for up to 12 chairs

Four tables seating up to 8- total of 32 people

Small table seating 6

Renters **may not** move **any** furniture or decorative arts in the Vest-Lindsey House. Only members of the staff of the Division of Historic Properties may move furniture in other rooms of the Vest-Lindsey House.

PROPERTY/HOUSE ACCESS

A member of the staff of the Division of Historic Properties will be on-site for the duration of the event. The house will be open for your access at the time designated on the contract. This time can be adjusted up to one week prior to your event.

- **Only** staff members of the Division of Historic Properties may provide access to the house and grounds after hours. Any after-hours time requested will be charged against your rental package balance.

ELECTRICAL SERVICE

- *Electrical service on the property is limited. Please consult with the Division of Historic Properties event coordinator regarding your plans.*

FOOD AND BEVERAGES

- **ALL caterers** will be required to have, on file with the Division of Historic Properties, current and appropriate documents pertaining to certification and licensing by a Kentucky county health department and any current business licenses. If alcohol is to be provided by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. Caterers also need to offer proof of insurance. **No Exceptions.** These documents must be presented **PRIOR** to an event taking place at the facility.
- If alcoholic beverages are to be served, the renter **must** complete the **attached waiver form**. If alcohol is to be provided and served by the caterer, a current license issued by the Kentucky Alcohol & Beverage Control must be on file. **Prohibited items include keg beer and red punches and red mixers. Limited items include bottled beer (must be served to guests in cups or glasses) and red wine.** Red wine may be served **only** at seated dinners and at receptions where food and beverage consumption is limited to the gardens and patio. **Alcohol should be served responsibly. Please consult with Historic Properties staff in advance of your event regarding any alcoholic beverage service.**
- Ice is the responsibility of the renter or the caterer contracted by the renter.
- **Table linens must be used on all tables used for food service and consumption for dinner and reception events**, and removed by the renter or caterer upon the conclusion of the event. **Tables linens must be provided by the renter or the caterer contracted by the renter.**
- **Caterers/Renters are required to clean all surfaces and dispose of trash in all food service/preparation and consumption areas.**
- A surcharge of \$50 may be required for each carpet soiled by food. The decision to impose this charge rests solely with the staff of the Division of Historic Properties. **Please make caterers and other vendors aware of these rules.**

DECORATIONS

- **All decorations, floral arrangements, rental items from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.**
- **Posters/displays/decorations** – Nothing may be hung on the walls, furniture, windows, mantels or doors using any type of tape or fastener. Please use flipchart stands or easels, which will be provided upon request.

PROHIBITED

- **Sparklers or fireworks** (inside or out) are prohibited – as these pose a fire and safety hazard to both the mansion and your guests.
- **Tape, staples, nails, tacks, screws, wires, pins, hot glue guns, tacky/floral putty, or any other metal or plastic fasteners and/or adhesives** are prohibited inside and outside the Vest-Lindsey House. Please consult Historic Properties staff for safe alternatives.
- **Illegal activity, illegal drugs, or consumption of alcohol by minors is not allowed.** If someone at your event is participating in one of these activities on the Vest-Lindsey House property it may result in Historic Properties staff shutting down the event and forfeiture of your deposit, as well as notification of the police authorities.

RENTAL EQUIPMENT

ALL rental equipment (tables, chairs, linens, etc.) **must be set up and taken down by the renter (or agents contracted by the renter.)**

Rental items should be delivered no sooner than the morning of a weekday/weeknight event, or **one day prior** to the scheduled weekend event unless prior written approval is received by Historic Properties staff. **Rental items shall be removed/picked up no later than the next business day.** Please inform the Division of Historic Properties' Event Coordinator of any rental items to be delivered and the approximate time of delivery, if known.

Please make sure that any rental equipment and other rental items to be used inside the Vest-Lindsey House have protective covers on the feet of any tables, chairs, etc.

Items to be provided by the renter/or vendors contracted by the renter, including but not limited to:

- Any items necessary for food service - cups and glasses, napkins, serving pieces, chafers, plates, utensils, table linens, food and beverage, ice, coolers, etc.
- Decorative items including centerpieces, candles, candle holders, aisle runners.
- Guest books and pens
- Any equipment needed for DJ's, musicians, vocalists, etc., cordless microphones, sound systems, speakers, cd players, etc.
- Extension cords for electrical hook-ups outside and inside.

Historic Properties Event Coordinator

The Historic Properties Event Coordinator can advise and consult with you on various aspects of your event. However, on the day of your event, the Historic Properties Event Coordinator must focus on site management and coordination between the various vendors, and cannot serve as a wedding coordinator or host to your guests. Please assign someone to act as your event day coordinator or host/hostess.

Please make arrangements to meet with the Historic Properties Event Coordinator regarding your event set-up well in advance of your event so that we may be of assistance with any set-up or arrangements which may conflict with our guidelines.

ADDITIONAL NOTES

- Restrooms are limited. One restroom is available on the first floor and an additional restroom is located on the second floor. There is a small restroom located in the basement.
- All events must conclude by 11 p.m. on weeknights and weekends.
- Event parking is located adjacent to the Vest-Lindsey House behind the Paul Sawyer Library.

INDEMNIFICATION

The applicant agrees to indemnify, defend and save harmless the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents from all claims, demands, suits, actions, proceedings lost, cost and damages of every kind and description, including attorney’s fees or other litigation expenses which may be asserted or made against or incurred by the Finance and Administration Cabinet and the Commonwealth of Kentucky, its employees and agents, on account of loss of or damage to any property or for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents, or representatives or guests of applicant in connection with or incident to the performance of this agreement, or arising out of applicants use of the facility. Applicant’s obligation under this provision shall not extend to any liability resulting from the sole negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above and accept all terms and conditions contained herein. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities, am at least eighteen years of age, and am authorized to enter into agreements.

Name of person responsible: _____ Organization: _____

Address: _____

City, State, Zip _____

Phone Number: _____ Work or Cell Number: _____ Fax: _____

E-mail: _____

Date Requested: _____ Hours Requested: _____ Number of people expected to attend: _____

Signed: _____ Date: _____

WAIVER

If alcoholic beverages are to be served at the Vest-Lindsey House during the term of the rental contract between the Division of Historic Properties, Commonwealth of Kentucky, and the undersigned party, the undersigned party hereby acknowledges its responsibility for assuring compliance with the requirements of KRS Chapters 243 and 244 relating to the serving and consumption of alcoholic beverages on those premises. In particular, the undersigned party or its caterer must have all relevant licenses pertaining to the provision of alcoholic beverages at that location, and take the steps necessary to assure that all relevant age requirements are met. Furthermore, the undersigned accepts that compliance with the alcoholic beverage laws contained in KRS Chapters 243 and 244 is its sole responsibility and not that of the Commonwealth of Kentucky or the Division of Historic Properties and agrees to hold the Commonwealth and its agency free and harmless from any claim, suit, or liability resulting from any failure by it to comply with those applicable laws.

Name and Address of Person Responsible:

Name: _____ Phone Number: _____

Address: _____

City, State, Zip _____

Signed: _____ Date: _____

Return a copy of this acceptance and any other appropriate documents (including the Waiver, if necessary):

**Division of Historic Properties
Vest-Lindsey House
401 Wapping Street
Frankfort, KY 40601**

If you have any questions, please write or call the Division of Historic Properties at 502-564-0900.

